

**MICHIGAN CIVIL SERVICE COMMISSION**

P.O. Box 30002, Lansing, Michigan 48909

[www.michigan.gov/mdcs](http://www.michigan.gov/mdcs)

**ADVISORY BULLETIN**

**No. 7.01-4-2007**

**DATE ISSUED: October 25, 2007**

**POST END DATE: December 31, 2010**

**RULE REFERENCE: 7-4**

**REGULATION REFERENCE: 7.01**

**CONTACT AREA**

Personal Services Review

**CONTACT PERSON**

Carol Hazard

**TELEPHONE NO.**

(517) 241-8552

**SUBJECT**

**SPECIAL PERSONAL SERVICES REQUESTS WITH MULTIPLE PROVIDERS  
AND HRMN UPDATE REQUIREMENTS**

This document should be placed with the referenced rule and/or regulation until the Post End Date.

**NOTE:** THIS ADVISORY BULLETIN SUPERCEDES ADVISORY BULLETIN 7.01-4, *SPECIAL PERSONAL SERVICES ON MULTIPLE PROVIDERS & HRMN UPDATE REQUIREMENT*, DATED OCTOBER 10, 2002.

This advisory provides guidance on 1) CS-138 preparation of Special Personal Services (SPS) requests in instances where multiple individuals are performing similar tasks; and 2) step action tables for updating HRMN SPS employee records.

Entering essentially identical information on CS-138s for individuals performing the same basic function is redundant and inefficient. In order to reduce excess processing work and increase the reporting and monitoring effectiveness of the process, the following procedures should be used:

1. In instances where there are multiple individuals performing similar work, a single CS-138 may be submitted. The social security number field may be left blank, since multiple individuals will be placed on one form.
2. The HRMN employee record for all SPS employees must be updated to include the CS-138 number.

Individual CS-138s will continue to be processed for services with multiple providers where each individual's pay **surpasses** \$25,000 for any 12-month period.

For effective reporting and monitoring of SPS appointments and payments, individual Special Personal Services positions must be linked to the appropriate CS-138. This requires that each agency identify the CS-138 ID number *for each SPS employee*.

## **TO UPDATE CS138ID FIELDS FOR EXISTING AND NEW SPS EMPLOYEES**

Form transfer to PA52.1

### ***ENTER THE FOLLOWING FIELDS ON THE FORM***

Company – **900**

Employee – **Employee ID (Example: h0123456)**

Action – **MISCUPDATE**

Effective – **Current date (Example: m/dd/yy)**

Click the **Inquire** button at the top of the menu bar.

The following message will appear in the lower, left corner “Action record does not exist; Add to continue.”

### ***ENTER THE FOLLOWING FIELDS ON THE PARAMETERS TAB***

Immediate – **Y**

Update Benefits – **Y**

Update Required Deductions – **N**

### ***ENTER THE FOLLOWING FIELD ON THE SELECTED ITEMS 1 TAB***

CS138ID FACSAGENCY – **FACS Agency Code + S (Example: 431S)**

*Note: If the CS138 is pre-authorized you would enter 192S*

CS138ID SEQUENTIAL – **CS138 ID Number (Ex: 3000001)**

Click the **Add** button at the top of the menu bar.

The following message will appear in the lower left corner “Warning! Action will be immediate; press OK to continue”.

Click the **Add** button again.

The Personnel Actions Comments (PA56.1) form will open. Click on the **X** in the upper right corner to close the form.

The following message will appear in the lower left corner “Action processed, continue”. You can verify the results of the action on the HR11.1, User Fields tab.

Questions regarding SPS requests may be directed to Personal Services Review at 517-241-8552, or e-mail [DCS-138Disbursements@michigan.gov](mailto:DCS-138Disbursements@michigan.gov). HRMN processing issues related to the SPS process may be directed to the HR Service Center at 517-241-5959, Prompt2.